

# **EL PASO POLICE DEPARTMENT JOB ANNOUNCEMENT**



## **CONTRACT POSITION**

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**Title:** Grant Writer

**Compensation:** \$32,070- \$46,728 (Depending on qualifications) renewable personal services contract with a benefit package.

**Typical Duties:** The duties of this position include, but are not limited to: Under general supervision, research, develop and submit grantor similar funding requests to private and governmental sources for City projects and programs. Participate in planning and developing grant proposals or similar funding requests to obtain additional funding. Involves: reviewing literature dealing with funds available from private, local, state and federal sources to determine whether requirements for applying for funds are met; conferring with personnel affected by proposed programs to: establish objectives and develop plans to implement, outline how funds are to be used, discuss program requirements and explain procedures necessary to obtain funding; creating and implementing opportunities to involve potential corporate and foundation donors; participating in cooperative projects between the department and other organizations; meeting with representatives of funding sources to work out final details of proposal. Write grant proposals and participate in monitoring programs and projects. Involves: compiling and analyzing data related to proposed projects; submitting applications to funding agencies or foundations upon approval of City Council; observing and evaluating program activities and recommending changes as appropriate; preparing or assisting department personnel to prepare periodic reports to comply with grant requirements; managing grant budgets; authorizing and initiating payments for services in accordance with contract provisions; maintaining records related to grant funded programs. Perform other duties as required. Involves: substituting, if assigned, for coworkers during temporary absences by performing specified duties and responsibilities sufficient to maintain continuity to normal operations; researching and preparing promotional or other program material; keeping abreast of current developments in the field.

**Minimum Qualifications:** Graduation from an accredited college or university with a Bachelor's degree in Business Administration, English, or a related field, and two (2) years of professional experience writing, developing or administering contracts or grants, including preparation of grant applications, contracts or similar documents, or an equivalent combination of training and experience.

Interested applicants must submit a **detailed resume including job functions** and salary history to:

Minnie Holguin  
El Paso Police Department  
Personnel Division  
911 N. Raynor  
El Paso, TX 79902  
Fax: (915) 564-6959  
E-mail: [HolguinH@elpasotexas.gov](mailto:HolguinH@elpasotexas.gov)

**Resumes will not be accepted after 5:00 p.m., May 5, 2006**